

Steven Banks
Commissioner/Administrator
Human Resources
Administration/Department of
Social Services

June 6, 2016

Addendum # 13

Re: Innovative Shelter Models

Dear Potential Proposers:

This addendum announces the Department's requests for proposals for shelter models which contain options for the placement of homeless individuals and families into permanent housing. This addendum also notifies you of the amendment to Section E. Minimum Qualifications Requirements on Page 5 of the subject Open Ended Request for Proposals ("OERFP").

I. BACKGROUND

The City of New York has prioritized the prevention of homelessness and the placement of homeless New Yorkers into permanent housing, the improvement of shelter conditions and the delivery of high quality social services. Despite the unprecedented success in reducing the number of evictions by 24% over the past two years and placing clients into permanent housing, (including but not limited to the development of rental assistance such the Living in Communities Rental Assistance Program ("LINC"), City FEPS and SEPS and preventing entry into shelter and providing permanent housing over 34,000 people through our rental assistance and housing programs), homeless New Yorkers continue to struggle to find affordable housing in the face of an increasingly competitive rental market. As a result, the Department continues to face significant demand for shelter and the challenge of locating stable permanent housing throughout New York City.

II. REQUEST FOR ALTERNATIVE SHELTER MODEL PROPOSALS

DHS seeks proposals for innovative shelter models that promote affordable housing placements.

Proposers should submit shelter models that:

- For purposes of this OERFP, the term "Target Population" means

homeless or formerly homeless families and individuals who are exiting or who have previously resided in the Department's shelter system.

Proposals which contain the development of affordable housing through co-location will receive greater consideration, as well as the following:

- Integration of shelters into the community
- Operation of shelter using asset management and real estate principles
- Use of evidence-based practices for social services

The Models include but are not limited to (A) Shelter Conversion to Permanent Housing: the construction of new shelter facilities, which can be utilized as permanent housing for homeless households after expiration of the shelter contract as evidenced by a deed restriction or right of first refusal; and, (B) Co-Location: proposals in which shelter and permanent housing units for formerly homeless households are co-located in the same building, (C) Shelters that Promote Community Integration, which contain a space which may be used by or shared with the surrounding community (e.g., space for child care or after school programs).

The Department will consider proposals of models other than those delineated herein. However, such proposals must comply with all of the requirements of the OERFP, including the Uniform Requirements and Financing outlined in Sections III and V below, and contains a clear plan indicating how the program will quickly place clients into appropriate permanent housing in a manner consistent with the requirements of this OERFP. The Department of Social Services and the Department of Housing Preservation and Development will jointly review applications for the alternative shelter model.

For purposes of the OERFP, alternate shelter proposals shall be considered a separate competition from the shelter modeled within the current document. As such, proposers proposing alternative shelter models shall clearly label its proposal "ALTERNATIVE SHELTER MODEL" on the proposal Cover Sheet.

III. UNIFORM REQUIREMENTS AND PREFERENCES

The following sections outline the Department's needs for the Models. All proposals should contain permanent housing for homeless households in the manner set forth above. All units, both shelter and permanent housing, must be located in the City of New York. All shelter sites and permanent housing units must comply with the standards prescribed by the Americans with Disabilities

Act of 1990, the Fair Housing Amendments Acts of 1988, Section 504 of the Rehabilitation Act of 1973 and the Human Rights Laws of New York State and City). Moreover, Shelter and permanent housing units must comply with applicable law including but not limited to N.Y.C.R.R. §§ 491 *et. seq.*, 900 *et. seq.*, New York City Administrative Code § 21-124 and the New York City Housing Maintenance, Building and Fire Codes.

A. Shelter Conversion to Permanent Housing:

Proposals for this model must contain a permanent housing component discussed above and the construction of an ADA Compliant shelter facility. This includes ADA compliant entries and exits, common spaces, elevators, and sleeping, bathing and dining accommodations. Additionally, the Department seeks and prefers proposals in which sites are constructed in a manner that can be utilized for permanent housing upon the expiration of the contract. The section includes substantial reconstruction of existing buildings.

B. Co-Location:

With respect to the Co-Location model, the Department seeks proposals in which the shelter facility and permanent housing units are located within the same building envelope. The shelter facility will remain a distinct space in such a model.

C. Shelters that Promote Community Integration:

Such proposals include integrative programming by linking residents to nearby services and supports and by offering outward facing amenities like early childhood education, afterschool programs or other programming available to both shelter residents and the surrounding neighborhood.

V. FINANCING AND BUDGET

Financing for all proposals for shelter submitted in response to the OERFP is limited to the operation of shelter facilities, as well as the successful integration of permanent housing as required in this OERFP. Again, Shelter units must comply with applicable law including but not limited to N.Y.C.R.R. §§ 491 *et. seq.*, 900 *et. seq.*, New York City Administrative Code § 21-124 and the New York City Housing Maintenance, Building and Fire Codes. Proposals will be

selected and awarded for models which demonstrate compliance with the above provisions for purposes of reimbursement.

For new facilities to be constructed (either rehabilitation of existing building or new construction), proposers should include in their proposals documents evidencing site control, which would include but not be limited to documents evidencing capital funding commitments, funding applications, or site availability. For such sites, final contract registration is predicated on full funding for capital construction or repair.

Pricing: Proposers should utilize the existing Price Proposal Forms when submitting their proposals for the shelter-only portion of the facility only. For all other uses as described in the proposal, proposers should submit a line item budget showing the entire operation of the alternative shelter model, and proposers should include a narrative discussing such line item structure. This information shall initially be used for information purposes only, but the City of New York and the Department of Social Services reserve the right to incorporate certain elements of the line item budget (in addition to the shelter-only components) in their negotiations of the resultant contract(s) with the successful proposer(s).

VI. NOTIFICATION

Finally, Addendum # 10 is revised as follows:

All proposers shall submit written notification to City Council Members, State Senators, Assembly Members, Congressional Representative and Borough President of their intent to operate a homeless shelter within 10 business days from the date that it receives written notice of a selection of an award of a contract by the Department. Twenty-four (24) hours after these notifications are delivered to elected officials, the same notices must also be sent to both the Chairperson and District Manager of the appropriate Community Board. A signed copy of that letter on official organization letterhead and proof that the letter was received by all local elected officials shall be delivered to the Department. The notification letter shall include the following:

- **An introductory paragraph which states that the organization has been selected for an award of a shelter contract by the Department.**
- **Indication of the population the organization is proposing to serve (families with children, single adults or adult families).**

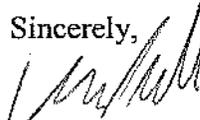
- Indication of the proposed capacity of the shelter (number of units for families or number of beds for adults).
- The proposed timeframe for occupancy.
- The address for the proposed facility.
- Relevant background information in regard to the organization's qualifications as a social services provider, in particular the proposed population to be served.
- Either a request to meet with the Community Board within 30 days of receipt of the organization's notification letter to discuss the proposed program, or a summary of the presentation meeting that has already taken place with the CB. If the CB does not schedule such meeting, the proposer shall notify the Department no later than 30 days from the date the CB is known to have received the notification letter.

NOTE: As a condition of award, the Proposer is required to submit proof of receipt of the above described written notification that was sent to the Chairperson and District manager of the appropriate Community Board and the copies that were sent to each applicable City Council Member, State Senator Assembly Member, Congressional Representative and Borough President.

Such proof shall include one or more of the following: Fax receipt with date, time and fax number; US Postal Service Certified Mail Receipt; other courier/delivery service with signature required indicating date, time and signature of such other proof as is deemed acceptable by the Department in its sole discretion.

Addendum# 12 supersedes Addenda #10 and #7 and any prior references to Community Board notification cited in the Frequently Asked Question section of Addendum #6 (17th bullet) and Appendix A, (Proposal Form), Page 5 of 9. Addendum #12 applies to all proposals submitted in response to this OERFP.

You are receiving a copy of this Addendum as a result of your name appearing on the DHS RFP "Pick Up Log" or from your agency downloading the RFP from the www.nyc.gov/cityrecord web site. If you have any questions, please contact Keli Mills at (212) 607-6032.

Sincerely,

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